

General Services Administration (GSA)
Federal Acquisition Service (FAS) Assisted Acquisition Services Division (AASD)
Southeast Sunbelt Region
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Project Title:	<b>Period of Performance (POP):</b> Base: 07/23/2018 – 07/22/2019		
Logistics Support to the NSRWA PO			
	Option Year 01: 07/23/2019 – 07/22/2020		
	Option Year 02: 07/23/2020 – 07/22/2021 Option Year 03: 07/23/2021 – 07/22/2022		
	Option Year 04: 07/23/2021 – 07/22/2022		
	6 month extension: 07/23/2023 – 01/22/2024 (if		
	exercised)		
	exercised)		
Contract Line Item Numbers (CLIN)			
Structure:			
X001: Labor-Hour (LH)			
X002: Manpower Surge (Labor)			
X003: Travel			
X004: Other Direct Costs (ODCs)			
Firm Fixed Price	Severable Severable		
	Non-Severable		
Time and Material			

Reimbursable Items		Fully Funded
	$\boxtimes$	Incrementally Funded
Performance-based		

MODIFICATION SUMMARY: Changes are highlighted in bold text and unless noted or highlighted, no other changes are made or implied. Modifications are listed in descending order.

Modification Number/Date	Description		
This modification is issued to: 1) add incremental funding to base year Travel (CLIN 0003)/CAF (CLIN 0005) in amount of \$2,017.14 for FMS Case 7H-UBS/Line 003, Item Number 00 Note: The labor associated with this travel is covered under Case W5-B-UAR/Line 003, Item Number: 0001A; #2) revise section 14.1 Hours and Days of Operation; and 3) delete the following sentence from PWS section 20: "CMR is not a requirement for FMS case support"			
004 Aug 16, 2018	This is an administrative modification to correct STI's address, remittance address, and DUNS number		
Jul 30, 2018  This is an administrative modification for incorporation of revise Form 254 (Attachment C)			
Jul 9, 2018  This is an administrative modification for incorporation of signed Form 254 (Attachment C)			
001 Jun 5, 2018	This modification is issued to add incremental funding in the amount of \$2,446,135.77 to Base Year, and update the Performance Work Statement (PWS) with the Primary/Alternate COR.		

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#### 1.0 Introduction:

Work is to be accomplished for the Non-Standard Rotary Wing Aircraft Project Office (NSRWA PO), 215 Wynn Drive, Huntsville, AL, herein referred to as Client(s), through the General Services Administration (GSA), the Federal Acquisition Service (FAS), Assisted Acquisition Services Division (AASD), and Southeast Sunbelt Region.

The purpose of this Task Order (TO) is to set forth the logistics support requirements for Life Cycle Logistics Systems Engineering and Technical Assistance (SETA) support services for the NSRWA PO in order to assist the Government in the performance of acquisition, modification, and sustainment support for NSRWA PO assigned systems.

#### 1.1 NSRWA PO Vision Statement:

Support NSRWA PO with flexible and responsive life cycle logistics support.

#### 1.2 NSRWA PO Mission:

The mission of the NSRWA PO is to acquire, field, train and sustain non-standard rotorcraft systems and subsystems for the Department of Defense (DoD), allied, and foreign countries, or as directed by the Office of the Secretary of Defense in support of Other Contingency Operations.

#### 1.3 Background:

NSRWA PO provides program support for Foreign Military Sales (FMS) and External United States Government (USG) customers, Direct Sales/Leasing Programs, Co-Production/Support Programs, and other Government Agencies and International Programs where mission support requirements are wide ranging and involve complex challenges for planning, developing, modifying, delivering, and supporting U.S. and foreign made aircraft systems. These systems include uniquely designed capabilities and configurations that require equally unique approaches to acquire, field, train and sustain. In the execution of these mission requirements, NSRWA PO logistics personnel provide Continental United States (CONUS) and Outside the Continental United States (OCONUS) logistics support in a myriad of functional and operational areas of the programs life cycle, and perform various program support tasks necessary for continued operational readiness of the organization to meet worldwide customer requirements.

#### 1.4 Acronyms:

ACRONYM	DEFINITIONS	
AASBS	Assisted Acquisition Services Business Systems	
AASD	Assisted Acquisition Services Division	
ACC	Army Contracting Command	
AR	Army Regulation	
AT	Anti-Terrorism Anti-Terrorism	
ATCTS	Army Training Certification Tracking System	
AUP	Acceptable Use Policy	
BBP	Best Business Practices	

CAC	Common Access Card			
CDRL	Contract Data Requirements List			
CI	Counter-Intelligence			
CJCSI	Chairman of the Joint Chiefs of Staff Instruction			
CJCSM	Chairman of the Joint Chiefs of Staff Manual			
CJOA	Combined Joint Operations Area			
CLIN	Contract Line Item Number			
CMR	Contractor Manpower Reporting			
CND	Computer Network Defense			
CO/KO	Contracting Officer			
COR	Contracting Officer's Representative			
CPARS	Contractor Performance Assessment Reporting System			
CPM	Contractor Program Management			
CRPs	Contract Requirement Packages			
CONUS	Continental United States			
CS	Contract Specialist			
DA	Department of the Army			
DAG	Defense Acquisition Guidebook			
DA PAM	Department of Army Pamphlet			
DCNs	Design Change Notices			
DFARS	Defense Federal Acquisition Regulation Supplement			
DISA	Defense Information System Agency			
DoD	Department of Defense			
DoDD	Department of Defense Directive			
DoDI	Department of Defense Instruction			
DSS	Defense Security Service			
DSSR	Department of State Standardized Regulations			
ECPs	Engineering Change Proposals			
ESOH	Environmental, Safety, and Occupational Health			
FAR	Federal Acquisition Regulation			
FAS	Federal Acquisition Service			
FBI	Federal Bureau of Investigation			
FISMA	Federal Information Security Management Act			
FMS	Foreign Military Sales			
FOUO	For Official Use Only			
FPCON	Force Protection Condition			
FSC	Federal Service Code			
FSO	Facility Security Officer			
FTE	Full-time Employee			
FTR	Federal Travel Regulations			
G&A	General and Administrative Expense			
GFI	Government Furnished Information	'		
GFP	Government Furnished Property			
GSA	General Services Administration			
HQDA	Headquarters, Department of the Army			
IA	Information Assurance			
IAW	In Accordance With			
ID	Identification			
IPS	Integrated Product Support			
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IPT	Integrated Product Teams		
IT	Information Technology		
JTR	Joint Travel Regulation		
LCAT	Labor Category		
LOA	Letter of Acceptance		
LOR	Letter of Acceptance  Letter of Request		
M&IE	Meals and Incidental Expenses		
NACI	National Agency Check with Inquiries		
NET	New Equipment Training		
NIST	National Institute of Standards and Technology		
NSA	National Security Agency		
NSRWA PO	Non-Standard Rotary Wing Aircraft Project Office		
OCI	Organization Conflict of Interest		
OCONUS	Outside the Continental United States		
OPSEC	Operation Security		
OEM	Original Equipment Manufacturer		
OSHA	Occupational Safety and Health Act		
P&A	Pricing and Availability		
PAC	Post Awards Collaboration		
PEO AVN	Program Executive Office Aviation		
PHS&T	Packaging, Handling, Storage and Transportation		
PPIRS	Past Performance Information Retrieval System		
POP	Period of Performance		
PWS	Performance Work Statement		
RMF	Risk Management Framework		
ROC	Release of Claims		
ROM	Rough Order Magnitude		
RSA AI	Redstone Arsenal Acquisition Instructions		
SETA	Security Education, Training & Awareness		
SHARP	Sexual Harassment Assault Response Program		
SOW	Statement of Work		
STIG	Security Technical Implementation Guide		
TADSS	Training and Training Aids, Devices, Simulators and Simulations		
TARP	Threat Awareness and Reporting Program		
TBC	Theater Business Clearance		
TO	Task Order		
TDY	Temporary Duty		
UIC	Uniform Identification Code		
URL	Uniform Resource Locator		
USG	United States Government		
VPP	Voluntary Protection Program		
XML	Extensible Markup Language		

#### 2.0 Scope:

The contractor shall provide Life Cycle Logistics support services and Subject Matter Expert (SME) capabilities to meet NSRWA PO mission requirements (CONUS/OCONUS) while adhering to DoD, Department of the Army (DA), and Program Executive Office Aviation (PEO AVN) directives, regulations, and policies. This support

will ensure program compliance with standard, non-standard, and FMS processes and procedures to integrate and implement logistics support into NSRWA PO programs to include, but not limited to planning, developing, acquiring, modifying, fielding, training, sustaining, and disposal of materiel throughout its life cycle. NSRWA PO support a fleet of aircraft platforms including but not limited to AH-6i, AW119Kx, Bell 412, Huey II, MD-530, Mi-17, OH-58D, PC-12, UH-1, and other platforms to be determined.

#### 3.0 Performance Requirement (CLIN X001): Labor-Hour

The contractor shall provide innovative and responsive logistics support services to execute the logistics product support elements included in this Performance Work Statement (PWS). The contractor shall provide experienced and qualified personnel (See ATTACHMENT A) with demonstrated competence in the key functional areas of program, project, and logistics management to include technical knowledge, skills, and abilities required to support NSRWA PO programs and to independently perform and accomplish the tasks described herein.

#### 3.1 Project Requirements Support

3.1.1 The contractor shall support logistics efforts for preliminary requirements investigation and planning, Letter of Request (LOR), Pricing and Availability (P&A)/Rough Order of Magnitude (ROM), Letter of Offer and Acceptance (LOA), Technical Assist/PO support assessments, and case execution thru case closeout actions.

<u>Applicable Instructions, Manuals, and Regulations</u>
Security Assistance Management Manual (SAMM) <a href="http://samm.dsca.mil/listing/esamm">http://samm.dsca.mil/listing/esamm</a>, CAT 2

3.1.2 The contractor shall provide technical expertise to review, analyze, and recommend revisions in order to complete Contract Requirements Packages (CRPs) to include but not limited to preparing Performance Work Statements (PWS)/Statements of Work (SOW) and their corresponding Contract Data Requirements Lists (CDRLs) and other contract requirements documentation.

#### Applicable Instructions, Manuals, and Regulations

Defense Acquisition Guidebook (DAG), <a href="https://www.dau.mil/tools/dag">https://www.dau.mil/tools/dag</a>, 26 Feb 2017, CAT 2 Army Contracting Command Redstone Arsenal Acquisition Instructions (ACC-RSA AI) <a href="https://acc.aep.army.mil/sites/acc-rsa/CCAM-PS/CCAM-PSP/default.aspx">https://acc.aep.army.mil/sites/acc-rsa/CCAM-PS/CCAM-PSP/default.aspx</a>, 13 Apr 2017. CAT 2

3.1.3 The contractor shall provide technical expertise to perform and/or advise on market research, sources sought, proposal evaluations, and source selection boards. In addition, the contractor shall perform cost estimating efforts and review of Government furnished CDRL deliveries.

Applicable Instructions, Manuals, and Regulations

Army Contracting Command Redstone Arsenal Acquisition Instructions (ACC-RSA AI) <a href="https://acc.aep.army.mil/sites/acc-rsa/CCAM-PS/CCAM-PSP/default.aspx">https://acc.aep.army.mil/sites/acc-rsa/CCAM-PS/CCAM-PSP/default.aspx</a>, 13 Apr 2017. CAT 2

3.1.4 The contractor shall provide logistics expertise and prepare correspondence, memorandums, white papers, briefing preparation, briefings, reports and/or records of meetings/minutes and other written, oral and graphic presentations.

Applicable Instructions, Manuals, and Regulations

AR 25-50 Preparing and Managing Correspondence (17 May 2013), CAT 2

3.1.5 The contractor shall correspond and coordinate with internal/external stakeholders, customers, contractors, and other governmental agencies as required. The contractor shall provide a logistics liaison to plan, coordinate, and facilitate technical, business, and programmatic actions; conduct and participate in logistics, technical, business and programmatic Integrated Product Teams (IPT), working groups, meetings, program updates, reviews, and conferences.

#### 3.2 Analytical/Information Support:

3.2.1 The contractor shall assess, determine, and recommend product support approaches and performance tracking metrics to ensure desired product support outcomes.

#### Applicable Instructions, Manuals, and Regulations

AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2
DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2
Defense Acquisition Guidebook (DAG), https://www.dau.mil/tools/dag, 26 Feb 2017, CAT 2

3.2.2 The contractor shall assess logistics impacts due to improvements, operational changes or obsolescence and provide recommendations/implementation for logistics driven amendments.

#### Applicable Instructions, Manuals, and Regulations

AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2
DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2
AR 700-138 Army Logistics Readiness and Sustainability (26 Feb 2004), CAT 2
Defense Acquisition Guidebook (DAG), <a href="https://www.dau.mil/tools/dag">https://www.dau.mil/tools/dag</a>, 26 Feb 2017, CAT 2

3.2.3 The contractor shall leverage all available Government provided data sources, provide analysis and assessments of DoD and FMS logistic support concepts and best practices to execute integrated logistics support.

#### Applicable Instructions, Manuals, and Regulations

AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2
DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2
AR 700-138 Army Logistics Readiness and Sustainability (26 Feb 2004), CAT 2

Defense Acquisition Guidebook (DAG), https://www.dau.mil/tools/dag, 26 Feb 2017, CAT 2

3.2.4 The contractor shall provide expertise and recommendations to formulate logistics and program documentation associated with but not limited to: capability requirements documents, technical design integration and review documents, level of repair analysis, depot analysis, logistics support analysis, depot source of repair, source of supply analysis, business case analysis, total package fielding analysis, material fielding plans, training plans, configuration management, obsolescence/diminishing sources, technical data packages, depot maintenance work requirements or equivalent manufacturing data, analysis of alternatives, life cycle sustainment plans, and life cycle cost/total operating cost analysis.

#### Applicable Instructions, Manuals, and Regulations

AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2
DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2
AR 700-138 Army Logistics Readiness and Sustainability (26 Feb 2004), CAT 2
Defense Acquisition Guidebook (DAG), https://www.dau.mil/tools/dag, 26 Feb 2017, CAT 2

3.2.5 The contractor shall conduct analysis, investigations, technical studies and site surveys (thru physical assessments and or documented report assessments) to identify the current and forecasted status/requirements of product support elements affecting planning, developing, acquiring, modifying, fielding, training, and sustaining NSRWA PO systems.

#### Applicable Instructions, Manuals, and Regulations

AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2
DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2
AR 700-138 Army Logistics Readiness and Sustainability (26 Feb 2004), CAT 2

- 3.2.6 The contractor shall utilize a variety of automated information systems, support software applications, databases, and management systems to monitor, input and update automated database information.
- 3.2.7 The contractor shall review, evaluate, and analyze the logistics support elements for continuous acquisition and life cycle product support improvements and updates.

#### Applicable Instructions, Manuals, and Regulations

AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2
DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2
AR 700-138 Army Logistics Readiness and Sustainability (26 Feb 2004), CAT 2

#### 3.3 Maintenance Planning and Field Support:

3.3.1 The contractor shall provide maintenance and fleet management expertise in support of NSRWA PO systems; evaluate requirements, perform comparative engineering assessments and maintenance task analysis, develop maintenance

alternatives and identify advantages and disadvantages of planning and maintenance concepts. Provide maintenance planning input and formulate recommendations for acquisition, modification, and sustainment support for program documentation.

#### Applicable Instructions, Manuals, and Regulations

AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2

DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2

AR 700-138 Army Logistics Readiness and Sustainability (26 Feb 2004), CAT 2

DA PAM 738-751 Functional User's Manual for the Army Maintenance Management System Aviation (28 Feb 2014), CAT 2

3.3.2 The contractor shall analyze overall system and equipment reliability, maintainability and availability characteristics of NSRWA PO systems and subsystems to determine material condition and projected availability.

#### Applicable Instructions, Manuals, and Regulations

AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2

DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2

AR 700-138 Army Logistics Readiness and Sustainability (26 Feb 2004), CAT 2

DA PAM 738-751 Functional User's Manual for the Army Maintenance Management System Aviation (28 Feb 2014), CAT 2

3.3.3 The contractor shall provide analysis of readiness and other status reports to identify current fleet readiness, fleet health issues, mission capability rates, factors causing readiness degradation, and correct action recommendations.

#### Applicable Instructions, Manuals, and Regulations

AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2

DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2

AR 700-138 Army Logistics Readiness and Sustainability (26 Feb 2004), CAT 2

DA PAM 738-751 Functional User's Manual for the Army Maintenance Management System Aviation (28 Feb 2014), CAT 2

3.3.4 The contractor shall assess and recommend depot level maintenance support actions in support of NSRWA PO systems; develop concepts, plans, schedules, monitor progress, and status of depot services support for aircraft and component overhaul and heavy repair.

#### Applicable Instructions, Manuals, and Regulations

AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2

DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2

AR 700-138 Army Logistics Readiness and Sustainability (26 Feb 2004), CAT 2

DA PAM 738-751 Functional User's Manual for the Army Maintenance Management System Aviation (28 Feb 2014), CAT 2

3.3.5 The contractor shall provide logistics support and analysis concerning aircraft incidents/accidents, aircraft grounding actions, Original Equipment Manufacturer (OEM)

Service Bulletins, Safety-of-Flight messages, Aviation Safety Actions, Safety of Use, and Maintenance Information messages and prepare draft messages for transmittal.

#### Applicable Instructions, Manuals, and Regulations

AR 700-138 Army Logistics Readiness and Sustainability (26 Feb 2004), CAT 2 DA PAM 738-751 Functional User Manual for the Army Maintenance Management System Aviation (28 Feb 2014), CAT 2

#### **Deliverables**

A001 DI-MISC-80508 (14 Nov 2006) Technical Report - Study/Services, Logistics Documentation, Cat 1

#### 3.4 Supply and Equipment Support:

3.4.1 The contractor shall provide supply chain management and aviation support equipment expertise and recommendations for NSRWA PO systems. The contractor shall conduct supply chain management, supply support and equipment support analysis, develop and formulate logistics support recommendations, and perform actions to determine requirements for acquiring, distributing, repairing, and replenishing inventory to support NSRWA PO systems.

#### Applicable Instructions, Manuals, and Regulations

AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2
DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2
AR 700-138 Army Logistics Readiness and Sustainability (26 Feb 2004), CAT 2

3.4.2 The contractor shall conduct analysis and formulate recommendations to assess and support the readiness of NSRWA PO managed aircraft systems to include but not limited to: provisioning/acquisition of spare/repair parts; determination of requirements for distribution/redistribution of serviceable and unserviceable materiel; disposition of condemned or excess materiel; and demand/usage data to identify supply trends. Additionally, assess and develop plans for property management, property recovery, reutilization and disposal.

#### Applicable Instructions, Manuals, and Regulations

AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2
DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2
AR 700-138 Army Logistics Readiness and Sustainability (26 Feb 2004), CAT 2
DA PAM 738-751 Functional User Manual for the Army Maintenance Management System Aviation (28 Feb 2014), CAT 2

#### **Deliverables**

A001 DI-MISC-80508 (14 Nov 2006) Technical Report - Study/Services, Logistics Documentation, Cat 1

3.4.3 The contractor shall research, assess and determine the cause of supply and aviation support equipment discrepancies; perform analyses on removals, faults and parts usage to identify additions/deletions/reductions and provide recommendations to remedy supply support issues.

#### Applicable Instructions, Manuals, and Regulations

AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2
DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2
AR 700-138 Army Logistics Readiness and Sustainability (26 Feb 2004), CAT 2
DA PAM 738-751 Functional User Manual for the Army Maintenance Management System Aviation (28 Feb 2014), CAT 2

3.4.4 The contractor shall review, evaluate, develop, and update NSRWA PO provisioning technical documentation and contractor logistics support contracts representative parts listings resulting from Engineering Change Proposals (ECPs), Design Change Notices (DCNs), and Letters of Instruction.

#### Applicable Instructions, Manuals, and Regulations

AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2
DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2
AR 700-138 Army Logistics Readiness and Sustainability (26 Feb 2004), CAT 2
DA PAM 738-751 Functional User Manual for the Army Maintenance Management System Aviation (28 Feb 2014), CAT 2

#### **Deliverables**

A001 DI-MISC-80508 (14 Nov 2006) Technical Report - Study/Services, Logistics Documentation, Cat 1

#### 3.5 Training and Training Devices Support:

3.5.1 The contractor shall review and analyze NSRWA PO requirements and assess technical and logistics documents for Training and Training Aids, Devices, Simulators and Simulations (TADSS) implications. The contractor shall develop, review, and analyze documents, plans and specifications for acquisitions, acceptance and sustainment of training, training materials and TADSS. The contractor shall provide analysis and recommendations for the training/interface between foreign students, USG, and contractor logistics support and/or contractor field service representative teams.

#### Applicable Instructions, Manuals, and Regulations

DA PAM 738-751 Functional User Manual for the Army Maintenance Management System Aviation (28 Feb 2014), CAT 2

AR 350-38 Policies and Management for Training Aids, Devices, Simulators, and Simulations (28 Mar 2013), CAT 2

AR 350-1 Army Training and Leadership Development (19 Aug 2014), CAT 2

3.5.2 The contractor shall review and evaluate training requirements and provide draft training plans for integration of the acquisition, modification, and sustainment requirements. The contractor shall assess and develop New Equipment Training (NET) concepts and NET plans; evaluate NET and on-the-job training and mentoring programs; and perform cost comparison analysis of training methods and strategies.

#### Applicable Instructions, Manuals, and Regulations

AR 350-1 Army Training and Leadership Development (19 Aug 2014), CAT 2 Deliverables

A001 DI-MISC-80508 (14 Nov 2006) Technical Report - Study/Services, Logistics Documentation, Cat 1

3.5.3 The contractor shall facilitate training support coordination, monitor and track status of training programs and operations, and identify and provide resolution to training deficiencies and issues.

#### Applicable Instructions, Manuals, and Regulations

AR 350-1 Army Training and Leadership Development (19 Aug 2014), CAT 2

#### 3.6 Logistics Support of Technical Data:

3.6.1 The contractor shall provide the expertise necessary to review, assess, and translate materiel, technical and support requirements to formulate logistics support and technical documentation for all program phases of acquisition, modification, fielding, training, and sustainment and disposal support requirements.

#### Applicable Instructions, Manuals, and Regulations

AR 700-127 Integrated Product Support (11 Oct 2016). CAT 2 DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2

AR 700-138 Army Logistics Readiness and Sustainability (26 Feb 2004), CAT 2

DA PAM 738-751 Functional User Manual for the Army Maintenance Management System Aviation (28 Feb 2014), CAT 2

3.6.2 The contractor shall assess technical publications requirements and assist in the development and formulation of procedures, manuscripts, illustrations, repair parts special tools listings, and camera-ready materials for operator, maintenance, and depot publications; review and research proposed changes to publications from various sources; review standards, specifications, and validation of certifications; conduct logistics demonstrations, perform validation/verification; review and evaluate commercial and non-commercial publications and prepare supplemental data.

#### Applicable Instructions, Manuals, and Regulations

AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2

DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2

#### Deliverables

A001 DI-MISC-80508 (14 Nov 2006) Technical Report - Study/Services, Logistics

Documentation, Cat 1

3.6.3 The contractor shall review, prepare, and formulate recommended changes/revisions to logistics support technical data to reflect approved Engineering Change Proposals (ECP), design change notices, recommended publication changes (DA Form 2028 or similar process), Service Bulletins (SB) and letters of instructions; maintain currency of the NSRWA PO technical publications library; and distribute changes, bulletins, technical directives to the NSRWA PO community as required.

#### Applicable Instructions, Manuals, and Regulations

AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2
DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2
AR 700-138 Army Logistics Readiness and Sustainability (26 Feb 2004), CAT 2
DA PAM 738-751 Functional User Manual for the Army Maintenance Management System Aviation (28 Feb 2014), CAT 2

#### Deliverables

A001 DI-MISC-80508 (14 Nov 2006) Technical Report - Study/Services, Logistics Documentation, Cat 1

#### 3.7 Storage and Transportation Support:

3.7.1 The contractor shall research, recommend, formulate, validate and monitor Packaging, Handling, Storage and Transportation (PHS&T) requirements to acquire, receive, store, consolidate, transfer, ship, issue, and dispose of materials, equipment, spare parts, repair parts, and consumable items.

#### Applicable Instructions, Manuals, and Regulations

AR 700-15 Packaging of Materiel (12 Jan 2004), CAT 2
AR 700-37 Packaging of Materiel (23 Mar 2017), CAT 2
DA PAM 700-32 Packaging of Army Materiel (15 Jan 2008), CAT 2
AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2
DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2

3.7.2 The contractor shall review, analyze, and formulate recommendations to ensure that systems, systems equipment, support equipment, and repair parts are preserved, packaged, marked, handled, and stored properly. The contractor shall evaluate and determine recommended item packaging levels and storage requirements based on design specifications, environmental conditions, shelf life, safety precautions, special handling procedures, and security requirements.

#### Applicable Instructions, Manuals, and Regulations

AR 700-15 Packaging of Materiel (12 Jan 2004), CAT 2 AR 700-37 Packaging of Materiel (23 Mar 2017), CAT 2

DA PAM 700-32 Packaging of Army Materiel (15 Jan 2008), CAT 2

AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2
DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2

3.7.3 The contractor shall review, analyze, and formulate recommended transportation procedures, modes and networks available, and authorized for use; develop transportation plans and cost estimates for the worldwide movement of materiel; identify potential transportability problems and recommended solutions; develop transportability documents to obtain transportation approvals and facilitate coordination for transportation support.

#### Applicable Instructions, Manuals, and Regulations

FM 4-01 Army Transportation Operations (Apr 2014), CAT 2
AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2
DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2
DoD 4515.13-R Air Transportation Eligibility (Nov 1994), CAT 2

#### **Deliverables**

A001 DI-MISC-80508 (14 Nov 2006) Technical Report - Study/Services, Logistics Documentation, Cat 1

3.7.4 The contractor shall support material movements, conduct materiel hand-off/material extraction and participate in logistics field support operations. The contractor may be required to fly on military and civilian variant aircraft for the purpose of providing logistics support, analysis, observation and evaluations. Flights are authorized in accordance with (IAW) DoD 4515.13-R Air Transportation Eligibility, dated Nov 1994 Par C2.2.9.2.

#### Applicable Instructions, Manuals, and Regulations

FM 4-01 Army Transportation Operations (Apr 2014), CAT 2 DoD 4515.13-R Air Transportation Eligibility (Nov 1994), CAT 2 AR 700-127 Integrated Product Support (11 Oct 2016), CAT 2 DA PAM 700-127 Integrated Product Support (IPS) (28 Sep 2016), CAT 2

#### 3.8 Program and Project Management:

3.8.1 The contractor shall provide a full-time onsite project manager to manage and supervise onsite contractor personnel involved in all aspects of project activity. The project manager shall organize and assign responsibilities to contractor personnel and oversee the successful completion of all tasks.

#### **Deliverables**

A002 DI-MGMT-80227 (5 Sep 1986), Contractor's Progress Status and Management Report, CAT 1

3.8.2 The contractor shall manage funding by each project (i.e., assigned CLIN/SLIN) in accordance with actual labor completed. Funding will be applied by project and the contractor is responsible for billing for actual hours to actuals projects worked.

#### Deliverables

A002 DI-MGMT-80227 (5 Sep 1986), Contractor's Progress Status and Management Report, CAT 1

3.8.3 The contractor shall report costs, hours, progress, and issues for each individual project assigned and/or identified by the Government.

#### **Deliverables**

A002 DI-MGMT-80227 (5 Sep 1986), Contractor's Progress Status and Management Report, CAT 1

3.8.4 The project manager or designated alternate shall support quarterly project meetings. The meeting accomplishes future project planning and status of current projects.

#### Deliverables

A004 DI-MGMT-81505 (20 Nov 1995), Report, Record of Meeting/Minutes, Cat 1

#### 3.9 General Administrative Support:

- 3.9.1 The Contractor shall complete mandatory training as mandated by the Government (approximately 7 hours per individual).
- 3.9.2 The Contractor shall attend organizational meetings as required by the Government.
- 3.9.3 The Contractor shall perform pre-case development efforts as required by the Government.
- 3.9.4 The Contractor shall perform non-case related travel as required by the Government.

#### End of CLIN X001

#### 4.0 Manpower Surge (CLIN X002): Labor

Due to the unknown number of future FMS cases, the Government may require surge support during the base year or any option period, and surge modifications will be inscope to provide increased support for the defined task areas of the PWS. Surge

support is OPTIONAL and is not a guarantee. If the Government determines that an increased quantity of support is required for the task areas defined in the PWS, the Government reserves the right to exercise the Surge Option. In the event the Government does elect to exercise the Surge Option, surge support will be realigned under new or existing CLINs for the relevant task areas identified in the PWS, and an equal amount will be deducted from the Surge CLIN not-to-exceed amount. Surge support will be provided at the same labor rates proposed and found fair and reasonable at time of contract/task order award for the applicable period of performance. In order to accommodate for the surges, it is estimated as follows:

Base Year – CLIN 0002: \$950,000.00

Option Year 1 – CLIN 1002: \$950,000.00

Option Year 2 – CLIN 2002: \$950,000.00

Option Year 3 – CLIN 3002: \$950,000.00

Option Year 4 – CLIN 4002: \$950,000.00

6-Month Extension – CLIN 5002: \$475,000.00 (if exercised)

Estimated Ceiling Amount: \$5,225,000.00

#### **End of CLIN X002**

#### 5.0 Reimbursable Items:

#### 5.1 Travel (CLIN X003)

OCONUS and CONUS travel is anticipated during the performance of this task order. FMS support may include Temporary Duty (TDY) to Afghanistan, Kenya, Lebanon, Thailand, Pakistan, Columbia, Croatia, Tunisia, Greece, Israel, and other potential locations. The contractor shall perform non-case related travel per PWS Section 3.9.4. Since the anticipated travel cannot be accurately forecasted, it shall be awarded on a reimbursable basis for actual allowable costs that apply over the life of the Task Order (TO). See FAR 31.205-46 (a)(2), all travel shall be reimbursed in accordance with the Joint Travel Regulation (JTR), Federal Travel Regulations (FTR), or Department of State Standardized Regulations (DSSR). The Government will reimburse the Contractor on the basis of actual cost. Profit shall not be applied to travel costs.

The contractor shall get advance approval from the CO and/or COR no later than ten (10) business days prior to travel. The CO is the only person authorized to approve travel that exceeds the per diem rates in the JTR, FTR, and DSSR. In emergencies, direction to travel will be given via other means in which case a travel authorization request form shall be submitted within three (3) business days. All travel requests shall be submitted via email to CO/CS/COR. After approval, contractor shall upload the travel request, approval, and supporting documentation in Assisted Acquisition Services Business Systems (AASBS) portal via Post Awards Collaboration (PAC). The travel

authorization request must identify the traveler's name, travel dates, location(s), per diem rates, purpose of trip, all expenses (.i.e. lodging, lodging tax, meals and incidental expenses (M&IE), transportation (air fare, train, bus, rental car, fuel for rental car, private car mileage), registration, tolls, parking, baggage fees, other related expenses), and an estimate of the remaining travel funds and ceiling after the travel being authorized is completed. An electronic copy of the approved request form, travel expense summary, and receipts shall be submitted with the monthly invoice. Contractors are not authorized to travel on Government invitational travel orders.

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the trip purpose. Airfare will be reimbursed for actual common carrier fares which are obtained by the most reasonable and economical means.

Locations and duration of travel cannot be fully defined at this time. Therefore, ceiling amounts for contractor travel under this task order is \$1,100,000.00 inclusive of General and Administrative Expense (G&A) for the life of the task order. G&A is authorized only to the extent that the contractor's GSA OASIS contract provides for it. The contractor shall ensure that the requested travel costs will not exceed the below ceiling amounts. The ceiling breakdown is as follows:

Base Year - CLIN 0003: \$200,000.00

Option Year 1 – CLIN 1003: \$200,000.00

Option Year 2 – CLIN 2003: \$200,000.00

Option Year 3 – CLIN 3003: \$200,000.00

Option Year 4 - CLIN 4003: \$200,000.00

6-Month Extension – CLIN 5003: \$100,000.00 (if exercised)

#### **End of CLIN X003**

#### 5.2 Other Direct Costs (ODCs) (CLIN X004)

The contractor shall be responsible for obtaining but not limited to: Defense Base Act (DBA) insurance premium, passports, visas, danger pay/hazard pay, and work permits, etc., as required. Since the anticipated cost cannot be accurately forecasted, it shall be awarded on a reimbursable basis for actual allowable costs that apply over the life of the TO. The Government will reimburse the contractor on the basis of actual cost. Profit shall not be applied, and no fee is entitled on danger pay.

The CO has the sole authority to authorize or not authorize Danger Pay. The DSSR provides the regulations governing allowances, differentials and definitions for all designated areas for all U.S. Government civilian employees. A similar compensation may also be useful for Federal Government contractors hired in the United States.

Contractors may be eligible to receive danger pay allowance, calculated as a percentage of basic pay for regular duty hours only. Danger pay begins to accrue after four (4) hours or more of service in-country, and is provided for every hour of regular duty worked at post. Danger pay is terminated when a person leaves country. To identify the foreign locations and cross check them with the Department of State's current listing of Danger Pay is listed at: https://www.state.gov/m/fsi/tc/31361.htm.

The contractor shall get advance approval from CO via email. After approval, contractor shall upload the approval and supporting documentation in Assisted AASBS portal via PAC. An electronic copy of the approved request and receipt shall be submitted with the monthly invoice.

The contractor shall ensure that the requested ODCs costs will not exceed the below ceiling amounts. The ceiling amount for ODCs under this task order is \$110,000.00. The ceiling breakdown is as follows:

Base Year - CLIN 0004: \$20,000.00

Option Year 1 – CLIN 1004: \$20,000.00

Option Year 2 – CLIN 2004: \$20,000.00

Option Year 3 - CLIN 3004: \$20,000.00

Option Year 4 – CLIN 4004: \$20,000.00

6-Month Extension – CLIN 5004: \$10,000.00 (if exercised)

#### End of CLIN X004

#### **6.0 Performance Requirements Matrix:**

PWS Ref	Deliverable or Required Services	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
3.1 3.2 3.3 3.4 3.5 3.6 3.7	PWS Requirements	Responsive, proactive, and effective management of tasks and personnel  Complete actions or tasks by assigned due dates	No more than two valid discrepancies a month per task order year  95% delivered on time	Customer complaints, Periodic Surveillance, or Random monitoring
3.8 3.9	Program and Project Management	Responsive, proactive, and effective management of tasks and personnel  Complete actions or tasks	100% Compliance 100% delivered	Customer complaints, Periodic Surveillance, or Random

PWS Ref	Deliverable or Required Services	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
		by assigned due dates	on time	monitoring
5.1	Travel	Receive advance approval and conducted IAW JTR, FTR, DSSR, and FAR 31.205-46 and reported IAW CDRL A002 DI-MGMT-80227, contractor's Progress Status and Management Report	100% Compliance	100% Inspections
5.2	ODCs	Receive advance approval	100% Compliance	100% Inspections
8.0	Quality Control Plan	Timeliness (meet milestones or assigned due dates)	100% delivered on time	100% Inspections
10.0	Kick-off Minutes, CDRL A004	Timeliness (meet or exceed due dates)	100% delivered on time	100% Inspections
CDRLs	Quality of Deliverables	Comprehensive, accurate, and provided as specified on the DD Form 1423	100% Compliance	100% Inspections
		Mistakes/Errors	Minimal	
CDRLs	Timeliness of Deliverables	As specified on the DD Form 1423, meet or exceed due dates	95% delivered on time	100% Inspections

#### 7.0 Deliverables:

Prior to delivery to the Government, the Contract Data Requirements List (CDRLs), data requirement deliverables, shall be approved in writing by contractor managerial personnel with authority to represent the contractor. CDRLs are provided in ATTACHMENT B of this document.

#### 8.0 Quality Control:

The contractor shall provide and maintain a Quality Control Plan (QCP). All records of inspections performed shall be retained and made available to the Government upon request throughout the task order performance period, and for the period after task order completion, until final settlement of any claims under this contract that contains, as a minimum, the items listed below to the GSA CO for acceptance not later than ten (10) work days after start of task order. The CO will notify the contractor of acceptance or required modifications to the plan. The contractor shall make appropriate

modifications and obtain acceptance of the plan within thirty (30) calendar days from the date of award.

The QCP shall include the following minimum requirements:

- A description of the inspection system to cover all major services and deliverables. The description shall include specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections and the title of inspectors.
- A description of the methods to be used for identifying and preventing defects in the quality of service performed.
- A description of the records to be kept to document inspections and corrective or preventative actions taken.

All records of inspections performed shall be retained and made available to the Government upon request throughout the task order performance period, and for the period after task order completion, until final settlement of any claims under this task order.

#### 9.0 Quality Assurance:

The Government will evaluate the contractor's performance of this task order. For those tasks listed in the Performance Matrix, the COR or other designated evaluator will follow the method of surveillance specified in this task order. Government personnel will record all surveillance observations. When an observation indicates defective performance, the COR or other designated evaluator will require the contractor manager or representative at the site to initial the observation. The initialing of the observation does not necessarily constitute concurrence with the observation. It acknowledges that the contractor has been made aware of the non-compliance. Government surveillance of tasks not listed in the Performance Matrix or by methods other than those listed in the Performance Matrix (such as provided in the Inspection clause) may occur during the performance period of this task order. Such surveillance will be done according to standard inspection procedures or other task order provisions. Any action taken by the CO as a result of surveillance will be according to the terms of the task order.

#### **10.0 Post Award Conference/Periodic Progress Meetings:**

The contractor shall attend any post award conference/task order kick-off meeting convened by the contracting officer in accordance with Federal Acquisition Regulation (FAR) Subpart 42.5. The contractor shall be responsible to record the kick-off minutes of the meeting and submit to the CO, CS, and COR seven (7) days after completion of post award conference. The CO, COR, and other Government personnel, as

appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the CO and/or COR will apprise the contractor of how the Government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

#### Deliverables

A004 DI-MGMT-81505 (20 Nov 1995), Report, Record of Meeting/Minutes, Cat 1

#### 11.0 Unsatisfactory Work:

Performance by the contractor to correct defects found by the Government as a result of quality assurance surveillance and by the contractor as a result of quality control shall be at the contractor's own expense without additional reimbursement by the Government. The contractor shall correct or replace all non-conforming services or deliverables not later than five (5) work days after notification of non-conformance unless an alternate suspense is authorized by the CO or COR.

#### 12.0 Inspection and Acceptance:

Inspection and acceptance will occur in accordance with FAR 52.212-4, *Alternate I*. In the absence of other agreements negotiated with respect to time provided for Government review, deliverables will be inspected and the contractor notified of the COR's findings within fifteen (15) calendar days of normally scheduled review. If the deliverables are not acceptable, the COR will notify the contractor immediately in written form. The contractor shall resubmit within seven (7) work days of receipt of comments.

#### 13.0 Past Performance Information:

The Government will provide and record Past Performance Information for acquisitions over \$150,000 utilizing the Contractor Performance Assessment Reporting System (CPARS). The CPARS process allows contractors to view and comment on the Government's evaluation of the contractor's performance before it is finalized. Once the contractor's past performance evaluation is finalized in CPARS, it will be transmitted into the Past Performance Information Retrieval System (PPIRS).

#### 14.0 Place of Performance:

The place of performance is 215 Wynn Drive, Huntsville, AL, (subject to relocation on or within the Redstone Arsenal area) for integrated support teams, the contractor site for

individual/non-integrated support (when authorized by the Government), and other locations globally as dictated by mission.

#### **14.1 Hours and Days of Operation:**

A normal workweek is forty (40) hours or eight (8) hours per day, not including lunch break, Monday through Friday with core hours from 09:00 AM to 3:00 PM, not to include Federal holidays. The contractor personnel shall not work more than 40 hours per workweek or more than eighty (80) hours in a two (2) week billing period. Contractor shall perform all requirements, so far as practicable, without using overtime. There may be instance where overtime is necessary to meet urgent program needs to complete task(s). Overtime means time worked by a contractor's employee in excess of the employee's normal workweek of forty (40) hours or more than eighty (80) hours in a two (2) week billing period. All overtime shall be approved in advance and in writing by the CO. The contractor shall not be permitted to bill the government for make-up time or hours, base closures (i.e. inclement weather), government shutdown, major security events, etc.

Overtime for CONUS travel shall be approved in advance and in writing by the CO. If approved by the CO, overtime shall be paid in accordance with contractor's price proposal. Outside the United States and its outlying areas, a workweek longer than 40 hours is considered normal and section 4.0 (Manpower Surge) of this document will be utilized to bill above 40 hours or 80 hours in a billing period. However, a modification to the task order shall be executed prior to usage of Manpower Surge.

The contractors shall take at least a 30 minute lunch break. The contractors shall take lunch between 11:00 a.m. and 1:00 p.m. The lunch break cannot be taken at the beginning or end of the day to facilitate a shorter work day.

The Contractor is fully responsible to ensure compliance with the Department of Labor (DoL) regulations regarding pay and benefits for all employees working on this task order or any other federal contract.

List of recognized Federal Government holidays are as follows:

New Year's Day
Martin Luther King Jr.'s Birthday
President's Day
Memorial Day
Independence Day

Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

Any other day designated by Federal statute, Executive order, or the President's proclamation.

#### 15.0 Key Personnel:

The contractor shall provide a project manager and an alternate who shall be responsible for work performed on this task order. The project manager and an alternate shall be designated in writing to the CO/COR. The project manager and the designated alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this task order. The project manager or the designated alternate shall be available between 09:00 AM and 3:00 PM, Monday thru Friday except Federal holidays or when the Government facility is closed for administrative reasons. The contractor agrees that such personnel shall not be removed from the contract work or replaced without compliance with the following:

(1) If one or more of the key personnel, for any reason, becomes or is expected to become unavailable for work under this task order for a continuous period exceeding 30 calendar days, or is expected to devote substantially less effort to the work indicated in the quote or initially anticipated, the contractor shall, subject to the concurrence of the CO or an authorized representative, promptly replace personnel who meet or exceed the qualifications of the personnel being replaced.

If the contractor replace or add any personnel, the contractor shall notify the CO/COR reasonably in advance and provide a written evaluation of the impact on the progress and continuity of the relevant task order that might result by replacing these personnel. The contractor shall provide replacement personnel who meet or exceed the qualifications of the personnel being replaced within thirty (30) calendar days of notification or as required by the GSA CO or COR.

(2) All requests for approval of substitutions hereunder shall be in writing and provide a detailed explanation of the circumstances necessitating the proposed substitutions. The request must contain a resume for the proposed substitute, and any other information requested by the CO. The CO shall promptly notify the contractor of approval or disapproval in writing.

If the CO determines that suitable and timely replacement of Key Personnel who have been reassigned, terminated or have otherwise become unavailable for the contract work is not reasonably forthcoming or that the resultant reduction of productive effort would be so substantial as to impair successful completion of the contract, the CO may terminate the contract for default or for the convenience of the Government, as appropriate, or make an equitable adjustment to the contract to compensate the Government for any resultant delay, loss or damage.

#### **Deliverables**

A003 DI-MISC-80508 (14 Nov 2006) Technical Report - Study/Services, NSRWA Employee Transition Forms, Cat 1

#### 16.0 Contracting Officer's Representative (COR):

IAW Defense Federal Acquisition Regulation Supplement (DFARS) 252.201-7000, prior to award of task order, the CO will designate a COR in writing. The designation will specify the extent of the COR's authority to act on behalf of the CO. The contractor will receive a copy of the written designation. The COR monitors all technical aspects of the task order and assists in task order compliance. The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other terms or conditions of the task order.

#### 17.0 Transition Plan:

The contractor shall follow the transition plan submitted as part of the solicitation and keep the Government fully informed of status throughout the transition period. Throughout the phase-in/phase-out periods, it is essential that attention be given to minimize interruptions or delays to work in progress that would impact the mission. The contractor shall plan for the transfer of work control, delineating the method for processing, and assigning tasks during the phase-in/phase-out periods.

#### 17.1 Phase Out of Task Order and Continuity of Services:

If a successor contract is awarded prior to the final expiration date of this task order, the Government may issue a task order to the successor contractor prior to the expiration date of this task order.

The contractor shall recognize that services under this task order are vital to the Government and shall be continued without interruption and that upon task order extension, a successor, either the Government or another contractor, may continue such services. By submitting a quote, the contractor agrees to exercise its best efforts and cooperation to effect an orderly and efficient transition.

The contractor shall provide phase-in/phase-out services at no additional cost to the Government, as long as there is an active task order. Appropriate task management personnel shall meet with the successor contractor to coordinate task transition. Discussions shall include personnel transition to the successor contractor, and the transition of task specific items such as Government or contractor furnished supplies, materials, equipment, and services.

The contractor shall disclose necessary information to allow the successor to conduct interviews for possible transition. If selected employees are agreeable to the change,

the incumbent contractor shall grant release at a mutually agreed date and negotiate transfer of the employee's earned fringe benefits.

#### 18.0 Organizational Conflict of Interest (OCI):

This task order effort has potential for an OCI as identified in FAR 9.5 and DFARS 209.5. The contractor is expected to not engage in any activity that could cause an OCI with the contractor's position under this task order, impair the contractor's ability to render unbiased advice and recommendations, or place the contractor in the position of having an unfair competitive advantage as a result of the knowledge, information, and experience gained during the performance of this task order. After reviewing FAR 9.5 and DFARS 209.5 in their entirety, if the contractor determines their company, including subcontractors and consultants, has an actual or potential OCI, the contractor shall notify the CO, in writing.

The contractor agrees that, if after award at anytime during the performance period, it discovers an actual or potential OCI; it shall make immediate and full disclosure in writing to the CO. The notification shall include a description of the actual or potential OCI, a description of the action the contractor has taken or proposes to take to avoid, mitigate or neutralize the conflict, and any other relevant information that would assist the CO in making a determination on this matter.

The contractor shall not use any Government information provided to them for any purpose other than for performance of this task order. Furthermore, the contractor shall not provide any information to any individual, company, or other entity that, other than for performance of this task order, does not have a need to know. All contractor personnel performing work under this task order (to include subcontractors/team arrangements) shall sign both a conflict of Interest statement and a non-disclosure agreement to be in effect for the duration of this task order. The contractor shall maintain said statements/agreements and provide the CO signed copies of the conflict of interest statements and non-disclosure agreements upon request.

#### 19.0 Personal Service:

GSA will not issue orders to provide services prohibited by **FAR Part 37.1**. The administration and monitoring of the contractor's performance by GSA or the COR shall not be as detailed or continual as to constitute supervision of contractor personnel. Government personnel may not perform any supervisory functions for contractor personnel, such as interviewing, salary discussion, appraising individual performance, scheduling leave or work, or directing how to perform work.

GSA meets the needs of its clients for support through non-personal services contracts/task orders. To counter the circumstances that infer personal services and to preserve the non-personal nature of the contract/task order, the contractor shall adhere to the following guidelines in the performance of the task order.

- Provide for direct supervision of all contract employees assigned to the task order.
- **b.** Refrain from discussing the issues such as skill levels and hours, salaries, cost and funding data, or administrative and personnel matters affecting contractor employees with the client.
- **c.** Ensure close communication/coordination with the GSA CS/CAM and/or GSA CO, reporting problems to them as they occur (not waiting for a meeting).
- **d.** Do not permit Government officials to interview potential contractor employees, discuss individual performance, approve leave or work scheduling of contractor employees, terminate contractor employees, assist contractor employees in doing their jobs or obtain assistance from the contractor in doing Government jobs.
- **e.** Do not assign contractor personnel to work under direct Government supervision.
- **f.** Maintain a professional distance from Government employees.
- **g.** Provide contractor employees with badges, if appropriate, identifying them as contractors.
- h. Ensure proper communications with the Government. Technical discussions and Government surveillance are acceptable, but the Government cannot tell the ccontractor how to do the job.
- i. Assign a project manager to the task order. The project manager or designated alternate shall be the only individuals authorized to accept taskings from the assigned Government point of contact or alternative.
- **j.** When travel is required for the performance on a task, contractor personnel are only to travel as directed by their contract management.

#### 20.0 Contractor Manpower Reporting (CMR):

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The contractor is required to completely fill in all required information using the following web address: http://www.ecmra.mil/. The required information includes: (1) Contracting Office, Contracting Officer, Contractor Officer's Technical Representative; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data; (5) Estimated direct labor hours (including sub-contractors); (6) Estimated direct labor dollars paid this reporting period (including sub-contractors); (7) Total payments (including sub-contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each subcontractor, if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the

purposes of reporting this information); (11) Locations where contractor and subcontractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment or contingency contract language; and (13) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country).

As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending September 30 of each Government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct Extensible Markup Language (XML) data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the website.

#### 21.0 Security and Privacy:

#### 21.1 Clearances

Personnel Security Clearances at the SECRET level are required for all personnel performing on this task order before personnel performance start date. The contractor shall comply with the requirements of the DoD Contract Security Classification Specification (DD Form 254) (See ATTACHMENT C) and shall utilize the Security Classification Guide (SCG) Family of NSRWA PO Security Classification Guidance Summary for classification guidance.

The contractor shall maintain a SECRET facility clearance to perform the requirements of the tasks requested.

The contractor shall document and verify the security clearance information as required for deployments CONUS and OCONUS, meetings, and conferences. Contractor personnel requiring access to Army Computer Networks shall complete the DoD Information Assurance Awareness Training and sign an Acceptable Use Policy (AUP). The Certificate and AUP must be provided to the designated personnel at Government facilities. Contractor personnel shall abide by Government security regulation AR 380-5 and Security Standard Operating Procedures when working at Government facilities.

#### 21.2 Security Incidents and Violations

The contractor shall immediately notify the CO, COR, and Cognizant Security Office of any actual security violation, security incident, or of any indication of a potential unauthorized disclosure or compromise of classified or sensitive but unclassified information.

#### 21.3 Identification of Contractor Employees

The contractor (to include subcontractors) shall coordinate with the Provost Marshall Office prior to task order performance in order to organize and obtain contractor employee badging and vehicle registration in accordance with AR 600-8-14. Contractor personnel shall wear badge at all times when performing on-site work under this task order. Each contractor (to include subcontractors) employees shall wear the ID Badge in a conspicuous place on the front of exterior clothing and above the waist except when safety or health reasons prohibit. The contractor (to include subcontractors) shall be responsible for collection of ID Badges upon completion of the contract or termination of employee. A listing of issued identification cards shall be furnished to the CO/COR prior to the task order performance date and updated as needed to reflect contractor and subcontractor personnel changes.

All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials.

#### 21.4 Anti-Terrorism (AT) Operations Security Requirements

IAW AR 381-12, Threat Awareness and Reporting Program (TARP), 4 Oct 10, contractors will report threat-related incidents, behavioral indicators and other matters of Counter-Intelligence (CI) interest specific in Chapter 3 to the Facility Security Officer (FSO), the nearest military CI office, the Federal Bureau of Investigation (FBI), or the Defense Security Service (DSS). Contractor FSOs will ensure applicable AR 381-12 requirements are implemented for personnel who work at contractor facilities. Contractor and subcontractors will support CI surveys, inquiries, and investigations conducted by the government at the contractor and/or subcontractor facilities as related to this contract.

Co-located/embedded contractor personnel will be required to take the following training annually: Security Refresher, Cyber Awareness Challenge (Information Assurance), Operation Security (OPSEC), Anti-Terrorism Level I Training and Threat Awareness and Reporting Program (TARP). All training is provided on site by the Government. No delivery is required.

#### 21.5 AT Level I Training

This standard language is for contractor employees with an area of performance within an Army controlled installation, facility or area. All contractor employees, to include subcontractor employees, requiring access to Army installations, facilities and controlled access areas shall complete AT Level I awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee to the COR or to the contracting officer, if a COR is not assigned, within 30 calendar days after completion of training by all employees and subcontractor personnel. AT level I awareness training is available at the following website: <a href="http://jko.jten.mil">http://jko.jten.mil</a>.

#### 21.6 For Contractors Requiring Common Access Card (CAC)

Before CAC issuance, the contractor employee requires, at a minimum, a favorably adjudicated National Agency Check with Inquiries (NACI) or an equivalent or higher investigation in accordance with Army Directive 2014-05. The contractor employee will be issued a CAC only if duties involve one of the following: (1) both physical access to a DoD facility and access, via logon, to DoD networks on-site or remotely; (2) remote access, via logon, to a DoD network using DoD-approved remote access procedures; or, (3) physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of the DoD on a recurring basis for a period of 6 months or more. At the discretion of the sponsoring activity, an initial CAC may be issued based on a favorable review of the FBI fingerprint check and a successfully scheduled NACI at the Office of Personnel Management.

# 21.7 For Contractor That Do Not Require CAC, But Require Access to a DoD Facility or Installation

Contractor shall comply with FAR 52.204-2, Security Requirements. This clause involves access to information classified "Confidential," "Secret," or "Top Secret" and requires contractors to comply with: (1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M) and, (2) any revisions to DoD 5220.22-M, notice of which has been furnished to the contractor.

#### 21.8 AT Awareness Training for Contractor Personnel Traveling Overseas

This standard language requires US based contractor employees and associated subcontractor employees to make available and to receive government provided area or responsibility (AOR) specific AT awareness training as directed by AR 525-13. Specific

AOR training content is directed by the combatant commander with the unit ATO being the local point of contact.

#### 21.8 iWATCH Training

This standard language is for contractor employees with an area of performance within an Army controlled installation, facility or area. The contractor and all associated subcontractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This local developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the CO. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees commencing performance with the results reported to the COR NLT 30 calendar days after contract award. Training website:

http://www.myarmyonesource.com/FamilyProgramsandServices/iWatchProgram/Default.aspx

Army Training Certification Tracking System (ATCTS) registration is for contractor employees who require access to government information systems. All contractor employees with access to a government information system shall be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services, and must successfully complete the DoD Information Assurance Awareness prior to access to the IS and then annually thereafter.

#### 21.9 For Information Assurance (IA) / Information Technology (IT) Training

All contractor employees and associated subcontractor employees shall complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoD Directive (DoDD) 8570.01, DoD 8570.01-M and AR 25-2 within 6 months of appointment to IA/IT functions.

#### 21.10 For Information Assurance (IA) / Information Technology (IT) Certification

Per DoD 8570.01-M, DFARS 252.239.7001 and AR 25-2, the contractor employees supporting IA/IT functions shall be appropriately certified upon task order award. The baseline certification as stipulated in DoD 8570.01-M must be completed upon task order award.

#### 21.11 Security Education, Training & Awareness (SETA) Training

This provision/contract text is for contractor employees with an area of performance within an Army controlled installation, facility or area. All contractor employees, to

include subcontractor employees, requiring access to government installations, facilities and controlled access areas shall complete annual mandatory SETA awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The following Uniform Resource Locator (URL) is made available for your training: https://www.lms.army.mil. Upon completion of the training, the contractor shall provide certification to the COR.

# 21.12 Combating Trafficking In Persons, Cyber Awareness Challenge, Personal Identification Information (PII) and Sexual Harassment Assault Response Program (SHARP) Training

This provision/contract text is for contractor employees with an area of performance within an Army controlled installation, facility or area. All contractor employees, to include subcontractor employees, requiring access to government installations, facilities and controlled access areas shall complete Combating Trafficking in Persons, Cyber Awareness Challenge, PII, and SHARP. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the COR or to the CO, if a COR is not assigned, within 30 calendar days after completion of training by all employees and subcontractor personnel.

#### 21.13 For Contracts That Require OPSEC Training

Per AR 530-1, the contractor employees must complete Level I OPSEC Awareness training. New employees must be trained with thirty (30) calendar days of their reporting for duty and annually thereafter.

#### 21.14 Access and General Protection / Security Policy and Procedures

This standard language is for contractor employees with an area of performance within an Army controlled installation, facility, or area. Contractor and all associated subcontractors employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DoD, Headquarters, Department of the Army (HQDA) and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

#### 21.15 Privacy

The contractor shall ensure that employees assigned to this task order understand and comply with DoD 5400.7, DoD Freedom of Information Act Program, and Privacy Act Program. These directives set policy and procedures for the disclosure of records to the public and for making, handling, transmitting, and safeguarding For Official Use Only (FOUO) material. In addition, they set guidelines for collecting, safeguarding, maintaining, using, accessing, amending, and disseminating personal data kept in systems of records.

#### 21.16 Cybersecurity (CS)

The contractor shall adhere to CS regulations and security policies, including the Federal Information Security Management Act (FISMA); AR 25-1 Army Knowledge Management and IM; AR 25-2 IA; DoD Instruction (DoDI) 8500.01 Cybersecurity; DoDI 8510.01 Risk Management Framework (RMF) for DoD IT, NIST SP 800-53 Security and Privacy Controls for Federal Information Systems and Organizations; CNSSI No. 1253 Security Categorization and Control Selection for National Security Systems; DoD 8570.01 IA Training, Certification, and Workforce Management; DoD Manual 8570.01-M IA Workforce Improvement Program; DoDI 8580.1 IA in the Defense Acquisition System; DoDI 8582.01 Security of Unclassified DoD Information on Non-DoD Information Systems; DoDI 8530.2 Support to Computer Network Defense (CND); Chairman of the Joint Chiefs of Staff Instruction (CJCSI) and Chairman of the Joint Chiefs of Staff Manual (CJCSM) 6000 Series; National Security Agency (NSA) Guides; National Institute of Standards and Technology (NIST) 800 Series; Defense Information System Agency (DISA) Security Technical Implementation Guides (STIGs); and Army best business practices (BBPs).

#### 22.0 Safety Requirements:

Contractor Compliance: The contractor and its subcontractors shall comply with Public Law 91-596 (Occupational Safety and Health Act (OSHA)) and the Environmental, Safety, and Occupational Health (ESOH) (DoDD 4715.1E). These requirements shall be incorporated into the contractor's safety and health program. The Department of Defense (DoD) participates in the OSHA Voluntary Protection Program (VPP). Contractor personnel performing services on a DoD installation shall participate in the local VPP. Information on the VPP is available at <a href="http://www.osha.gov/dcsp/vpp/index.html">http://www.osha.gov/dcsp/vpp/index.html</a>.

Mishap Notification and Investigation: The contractor and its subcontractors (if applicable) shall promptly report pertinent facts regarding mishaps involving Government property damage or injury to Government personnel and to cooperate in any resulting safety investigation. The contractor shall notify (via telephone) the cognizant CO, the COR, and/or other applicable members within four (4) hours of all mishaps or incidents. The Government person notified by the contractor will in-turn notify the Safety office. Contractor notifications made after duty hours shall be reported

to the appropriate installation Command Post. If requested by the cognizant contracting officer, the COR, and/or the cognizant program manager, the contractor shall immediately secure the mishap scene/damaged property and impound pertinent maintenance and training records until released by the investigating safety office. If the Government investigates the mishap, the contractor and the subcontractors shall cooperate fully and assist the Government personnel until the investigation is completed.

# 23.0 Government Furnished Property (GFP)/Government Furnished Information (GFI):

GFP/GFI consists of all information, materials, equipment, property and facilities provided by the Government to support the execution of the task order. Contractor personnel located on-site will be provided Government furnished office workspace, furniture, and information technology equipment (computers, printers, copiers, fax, phone, etc.), similar to that provided Government employees. Wireless devices may be provided to the contractor for the performance of this task order. The Government will provide access to information and files to the extent required to perform the efforts described herein. Access to classified documents will be provided on a case-by-case basis based upon need to know in coordination with the NSRWA PO Security Officer.

#### 24.0 Data Rights

The Government has unlimited rights to all documents/material produced under this task order. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the CO. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

#### 25.0 Inherently Government Functions:

The contractor shall not provide inherently Governmental functions as defined in FAR 2.101 under this task order.

#### 26.0 Invoice Submission:

#### **26.1 Payment Information**

The contractor shall provide the following payment information for GSA use. It must be an exact match with the information under the contract number in the Assisted

Acquisition Services Business Systems (AASBS) Portal, Contract Registration (not the contractor's company or individual representative's registration) as well as with the information under the contractor's Data Universal Numbering System (DUNS) number in the System for Award Management (SAM), http://www.sam.gov. Mismatched information will result in rejected purchase orders and payments.

- a. Company Name Legal Business Name and Doing Business As (DBA) Name
- b. Mailing Address Contact and Address Information
- c. Remittance Address Remit To Address Information
- d. Employer's Identification Number Federal Tax ID
- e. DUNS (Data Universal Numbering System)

#### 26.2 Invoice Information

The contractor shall provide the following information on each invoice submitted via the GSA ASSIST and the Central Invoice System (CIS) at the following URL: https://portal.fas.gsa.gov/.

- a. Invoice Number do not use any special characters
- b. Accounting Control Transaction (ACT) number (GSA financial tracking number) Number from GSA Form 300, Block 4
- c. GSA Task Order Number
- d. Contract Number from GSA Form 300, Block 3
- e. Point of Contact and Phone Number
- f. Remittance Address
- g. Period of Performance for the billing period
- h. Labor Category, Hours for the Period, Labor Rate, Quoted Hours, Cumulative Hours Expended per Labor Category, Remaining Hours per Labor Category, Burn Rate, Reimbursable Costs (Travel, ODCs, G&A), shall be itemized. All charges shall be tracked by each project (i.e., assigned CLIN/SLIN) for FMS and non-FMS funding and the appropriate PWS sections.
- Backup documentation (i.e. approval, receipts, etc.) to support travel, and ODCs.
- j. Prompt Payment Discount, if offered
- k. Total Invoice Amount

#### 26.3 Invoice Submittal

A proper invoice shall be submitted to **GSA ASSIST and the Central Invoice System** (**CIS**) web-based Order Processing System (<a href="https://portal.fas.gsa.gov/">https://portal.fas.gsa.gov/</a>) by the 10<sup>th</sup> of each month for services in the previous month. The COR and the GSA CS/CAM must approve the invoice in CIS prior to payment.

a. The payment information must satisfy a match between CIS and SAM for the invoice to be successfully processed for payment.

- b. If the contractor submits a revised invoice, the revised invoice must include: 1) a unique invoice number, 2) a brief explanation, and 3) a cross-reference to any previous invoice submittals for tracking purposes and avoiding duplication.
- c. Receipts, travel vouchers, etc. to support charges for other than employee labor hours must be completed in accordance with applicable Government regulations. The contractor shall maintain originals and submit copies with invoice.
- d. Reimbursable costs must not exceed the limit(s) specified in the task order. The Government will not pay charges that are not specifically identified in the task and approved, in advance, by the Government.
- e. The contractor shall insure the invoice prices/rates, labor hours, and labor categories conform to the terms and conditions of the task order.
- f. The contractor shall insure labor hours for each labor category do not exceed the quote.
- g. Invoices for final payment must be so identified and submitted when the task has been completed and no further charges are to be billed.
- h. The contractor shall insure the period of performance invoiced is within the period of performance of the task order and invoiced task items.
- i. The contractor shall insure all subcontractor rates are valid, and have been properly reviewed and substantiated by the prime.

#### 26.4 Ceiling Price Notification

The contractor shall notify the CO in writing whenever it has reason to believe that the costs it expects to incur under this task order in the next 60 days, when added to all costs previously incurred (for current POP), will exceed 75 percent of the total amount so far allotted to the task order by the Government. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

#### 26.5 Ceiling Price Management

The Government will not be obligated to pay the contractor any amount in excess of the ceiling price in the Schedule, and the contractor shall not be obligated to continue performance if to do so would exceed the ceiling price set forth in the Schedule, unless and until the CO notifies the contractor in writing that the ceiling price has been increased and specifies in the notice a revised ceiling that shall constitute the ceiling price for performance under this task order. When and to the extent that the ceiling price set forth in the Schedule has been increased, any hours expended, travel, and ODCs incurred by the contractor in excess of the ceiling price before the increase shall be allowable to the same extent as if the hours expended, travel, and ODCs costs had been incurred after the increase in the ceiling price.

#### 26.6 Final Invoice

Invoice for final payment shall be so identified and submitted within sixty (60) days from task completion. The contractor shall request an extension for final invoices that may exceed the sixty (60) days from the GSA CO. Mark with the word FINAL (even if it is a zero amount). After the final invoice has been paid, the contractor shall furnish a completed and signed Release of Claims (ROC) to the CO. This release of claims is due within fifteen (15) calendar days of final payment.

#### 27.0 Task Order Closeout:

This task order will be closed out in accordance with FAR Subpart 4.804, Closeout of Contract Files. Reimbursable costs shall be billed at a predetermined rate and are not subject to final rate approval. After the final invoice has been paid the contractor shall furnish a completed and signed Release of Claims (GSA Form 1142, or equivalent) to the CO. This release of claims is due within fifteen (15) calendar days of final payment.

#### 28.0 Task Order Clauses:

Clauses are in ATTACHMENT D of this document.

#### 29.0 Attachment(s):

The following Attachment(s) apply:

Attachment #	File Name	Attachment(s)
A	Qualifications	10_ID04180016 PWS Attachment A Qualifica
В	DD Form 1423, Contract Data Requirements List	10_ID04180016 PWS Attachment B CDRLs 0
С	DD Form 254, DoD Contract Security Classification Specification	Attachment C DD254 ID04180016 (Jul 19 20
D	Federal Acquisition Regulations and Supplements Clauses	10_ID04180016 PWS Attachment D Clauses